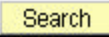







## State of North Dakota

Initial Voucher Approval  
Training Exercise

# VOUCHER APPROVAL EXERCISE

When creating the transactions in these exercises, please use the values provided in the exercise. The course instructor will review the answers to the exercises in class. **The person inputting the voucher completes this step. Approval at this level is necessary to put the voucher into Workflow for supervisory approval.**

Voucher Approval		
Steps	Directions	Comments
Step 1	<p><b>Enter Voucher Approval Page</b></p> <p><b>Navigation:</b> <i>Accounts Payable</i> → <i>Vouchers</i> → <i>Approvals</i> → <i>Voucher Approval</i></p> <p>On the <i>Find an Existing Value</i> tab, enter appropriate search criteria to find voucher(s) to approve.</p> <p>Click  and select the voucher.</p>	
Step 2	<p><b>Voucher Approval Tab</b></p> <p>On this tab, you will see information relating to the voucher. This includes the invoice number, vendor, voucher number, and date.</p> <p>Under <i>Voucher Details</i>, the amounts are listed.</p> <p>Under <i>Approval Information</i>, the options are: Pending, Approved, or Denied.</p> <p>Once you've made your approval selection, click Save .</p> 	

Step 3	<p><b>Warning Screen</b></p> <p>You may receive the following screen after clicking on  . If you do, just click "OK".</p> <div data-bbox="342 405 1459 573" style="border: 1px solid black; padding: 5px;"> <p>Warning -- This transaction needs NDC_WF_ALL_AP_VCHR_APPVR approval. Enter it into workflow? (107,4)</p> <p>This transaction must be approved. If you click OK, the system will route it to someone who can approve it; if you click Cancel, you can change the transaction without forwarding it.</p> <p> </p> </div>
Step 4	<p><b>Line Information Tab</b></p> <p>This tab is where you would review the voucher's line detail information if downloaded from a PO.</p> <p><b>Charge Information Tab</b></p> <p>Here you can review the accounting charge information.</p>